

Commercial Fast Track

“Hints and Tips”

Part 1: About fast track

- WHAT IS THE FAST TRACK PERMIT PROCESS?
- DO YOU QUALIFY FOR FAST TRACK?
- WHAT ARE THE REQUIREMENTS FOR FAST TRACK?

Part 2: Most frequently missed or incomplete items!

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| •SCOPE OF WORK FOR ALL DISCIPLINES | •ELECTRICAL PLANS
–RISER DIAGRAM |
| •CODE ANALYSIS | •INTERIOR DEMOLITION PERMIT |
| •KEY PLAN | •KIOSKS |
| •WALL LEGENDS & ROOM DESIGNATION | •MODULAR / SYSTEMS FURNITURE |
| •WALL & OTHER SCHEDULES | •REVISION |
| •STRUCTURAL PLANS | |
| •MECHANICAL PLANS | |

Fast Track Hours
Monday – Friday
7:30 am – 2:00 pm

Contact Person
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240-777-6207

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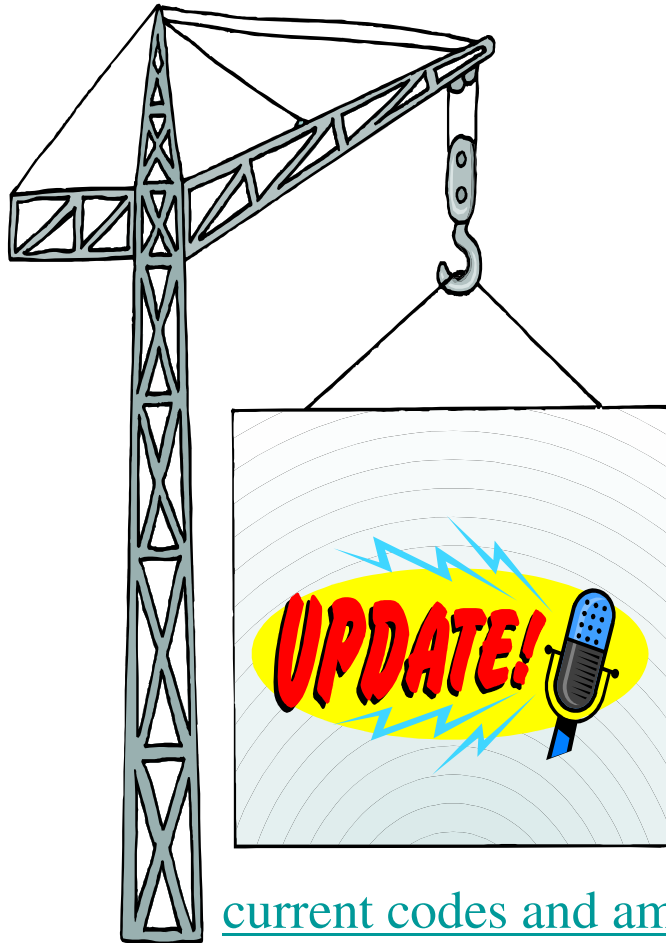
There are many requirements for complete building, mechanical, electrical, and fire code compliance. This guide is meant to help interpret and explain some of the items we find commonly missed or incomplete. It is not intended to represent “minimum requirements” for any plan.

UPDATE

Commercial Fast Track

“Codes & Amendments Link”

<http://permittingservices.montgomerycountymd.gov/>



Click here to find the latest
editions of the codes
including our local
amendments on our website.



[current codes and amendments.](#)

Or type in your browser:

<http://montgomerycountymd.gov/permittingservices/>

WHAT IS THE “FAST TRACK” PERMIT PROCESS?

The “Fast Track” permit process was developed to approve interior alterations in existing commercial buildings quickly. In the past Fast Track plans could take as much as two weeks to be approved, but since Fast Track’s re-birth, the process has become “while you wait”. If the plans submitted meet Fast Track guidelines and all applicable codes, you will leave with a permit. If the plans can not be approved completely, they will be returned to your team with partial approvals*, if applicable, and screening notes on what needs to be corrected.

*Construction shall not be started until all reviews are approved and the permit is issued.

HOW MUCH WILL ALL THIS COST?

“Fast Track” permits use the same fee schedule as regular building permits which are based on the construction cost of the project. There is no additional fee to use the “Fast Track” process.

The applicant should provide a cost estimate for the project which includes labor and materials for all disciplines – including Mechanical and Electrical.

There is an initial filing fee at plan submittal. This will be deducted from the final permit fee collected at permit issue.

For more information on fees, please contact us at 240-777-0311

DO YOUR PLANS QUALIFY FOR FAST TRACK?

***FAST TRACK PLANS ARE COMMERCIAL INTERIOR ALTERATIONS THAT DO NOT INVOLVE:**

- ☐ Any work in other than Business (B) or Mercantile (M) use groups - including work in mixed use tenant spaces that include other than B & M use groups; or
- ☐ An increase in gross floor area (as defined in the Montgomery County Zoning Ordinance); or
- ☐ Any site change including changes to required parking; any exterior changes; or
- ☐ A change in IBC Building Occupancy Classification; or
- ☐ A pending zoning “Special Exception”; or
- ☐ Multiple floor permits; or
- ☐ Health care facilities: Buildings or portions of buildings in which medical, dental, psychiatric, nursing, obstetrical or surgical care are provided; or
- ☐ Tenant spaces that do not have an existing Use and Occupancy certificate or a first tenant.

*NOTE: Alterations that can not be reviewed in the time allotted for fast track plans because of complexity of design or structural modifications, will not qualify for Fast Track. The plan reviewer may determine complexity of review.

New buildings, additions and change in use do not qualify for Fast Track. Requirements for additional or more involved reviews in zoning, height and area calculations, use/building separations, structural, mechanical, and electrical upgrades, are just some of the reviews that require far more time to analyze.

EXAMPLES THAT DO NOT QUALIFY FOR FAST TRACK:

Exterior work, commercial kitchens, multi-floor shaft penetrations, core corridors, occupancies using hazardous chemicals including laboratories, trailers, manicures/pedicures, smoke control, installation of more than one new transformer over 30kVA and one new electrical panel.

Commercial Fast Track

“Hints and Tips”

WHAT IS REQUIRED TO SUBMIT FAST TRACK PLANS?

1. A completed building permit application and filing fee.
2. Two complete sets of plans with “NO” Add/Alternates permitted.

Each sheet of both plan sets must have an original seal and signature of a Maryland Registered Architect or Professional Engineer as required by Maryland law, including the required Titleblock Certification.

All plans sealed by an Architect shall have the following statement on each sheet and the requested information filled in. “Professional Certification. I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, License No. _____, Expiration Date: _____.”

All plans sealed by an Professional Engineer shall have the following statement on each sheet and the requested information filled in. “Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____.”

Plans shall include the following:

A. *Architectural drawings* which include scaled and dimensioned floor plans, elevations, sections and details (as appropriate). All plans shall have a **Code Analysis, Schedules, Key Plans, and Wall Legends**. (See attached sheets for examples.) **Plans should clearly indicate what's new and what's existing.**

B. *Electrical and Mechanical drawings* which **identify the electrical panels and mechanical systems which are existing**; show power/light plans with applicable schedules; and **show locations of supply and return registers**. If new systems are to be installed, then provide complete electrical riser diagram, panel schedules, and locations; and/or complete mechanical plans with all applicable schedules, ductwork and register layout. **Clearly indicate what's new and what's existing.**

C. *Structural drawings*, if applicable, to include structural floor plans, sections and details, general structural specifications and load criteria and computations as appropriate. **Clearly indicate what's new and what's existing.**

Commercial Fast Track

“Hints and Tips”

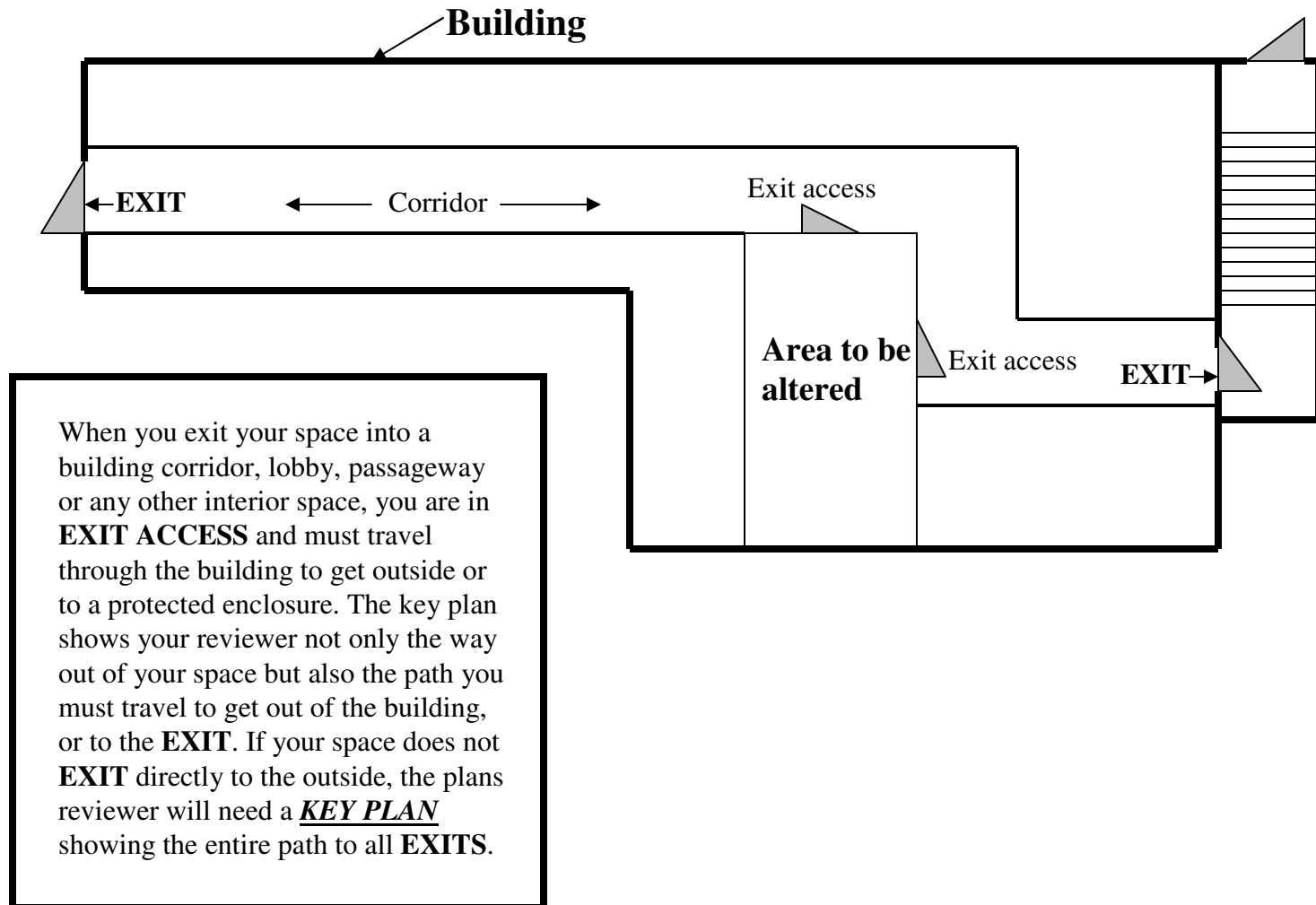
*** ACCEPTABLE**

**** UNACCEPTABLE**

	Existing Bldg	Proposed Alter	Existing Bldg	Proposed Alter
IBC Occupancy Classification	B	B		Beauty Parlor
NFPA 101 – Occupancy Classification	Business	Business		
Type of Construction	2-C	II-B	Wood	
Number of stories above grade	2	2		
High Rise (Y/N)	N	N	N	N
Covered mall (Y/N)	N	N	?	?
Fully sprinklered (Y/N)	Y	Y	?	?
Fire Alarm (Y/N)	Y	Y	?	?
Floor area of renovation	5000	12000	About 5000	1200 or so

* *All existing and proposed* design information must be completed in the code analysis as it is described in the appropriate sections of the IBC (International Building Code). Information must be accurate such that required fire ratings, occupant loads, maximum travel distance, etc. can be determined by your plans reviewer quickly and accurately.

** Descriptions like Beauty Parlor or Auto shop do not accurately describe “use group” as defined by IBC (International Building Code) and may cause confusion that can keep your plan from being approved. *Remember* code review is based on building design information. If we do not have accurate and complete code information, *we can not do a “code review.”*

KEY PLAN

WALL LEGEND

Commercial Fast Track

“Hints and Tips”

A clear and easy-to-read wall legend helps the plan reviewer understand the full scope of work going on. Wall legends should use distinctly different symbols to distinguish between new and existing work. Only one symbol should be used for existing structure, including existing shell and core and the interior tenant walls that will remain during construction. You must use different symbols for new work which are clearly distinct from the symbol for existing construction. Using too many symbols for permit drawings slows down the review process and may cause your plan to be suspended.

In the examples below, notice that it’s not the specific designation for the wall but the contrast between the designations for the walls. Notice how hard it would be to tell the difference between the new and existing walls or the demolish and new 1-hr rated walls in the unacceptable set.

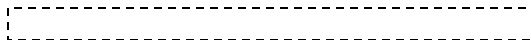
ACCEPTABLE



NEW WALL



EXISTING WALL



DEMOLISH



NEW 1-HR WALL

UNACCEPTABLE



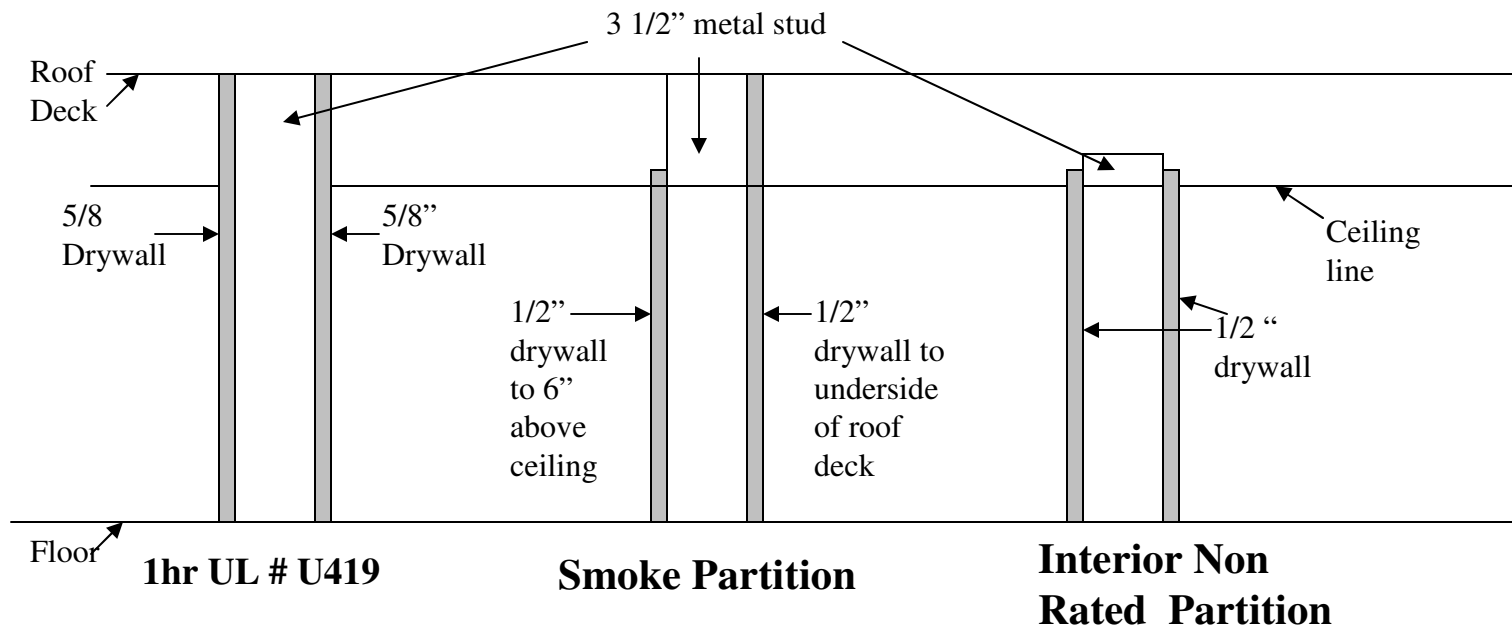
Rooms and Space Designation!

All rooms and spaces must be labeled. Please use common references for designations like office, storage, or conference. Designations like motivation, champion, or amber for rooms are not descriptions that tell us what the room will be used for and may keep your plan from being approved.

WALL SCHEDULES

Commercial Fast Track

“Hints and Tips”



Wall schedules tell your reviewer about the materials and ratings of the walls you intend to construct. Wall schedules should show if the partitions are rated or serve other purposes, such as “smoke partitions”.

→ OTHER SCHEDULES

Other schedules which may apply include: door schedules which identify the door size and fire rating (if any); and hardware schedules which identify ADA shape requirements for door handles, and any locks and latches installed.

Commercial Fast Track

“Hints and Tips”

FILE ROOM --

- Provide a certification, sealed & signed by a professional structural engineer, that floor has sufficient structural capacity for the intended loads. Certification shall reference the proposed floor layout and identify the weight of fully loaded file cabinets. Structural support details shall be provided as necessary.

MECHANICAL UNITS –

- Provide weights and locations of mechanical equipments including opening sizes.
- Provide professional structural engineer calculations/details/certification for structural load of all new mechanical units over 400 lbs. Identify weights in the plan.

APPLIANCES INCLUDING WATER HEATERS –

- Provide weight (i.e. load) and location of appliances.
- Provide structural connection (i.e. **design details**) of appliances that is proposed to be hung from the ceiling. The details shall show member sizes and quantities.
- Provide calculations & details (as appropriate), sealed & signed by a professional engineer, certifying the structural capacity of the ceiling / floor or wall, bracket, or other structural support to carry the appliance load including water heater over 30 gallons.

M · E · P · P L A N S

Commercial Fast Track

“Hints and Tips”

Electrical plans: Many times it seems that no new electrical work is needed, or that the work is so minor that a separate electrical plan is not necessary. However, even in a “no work” or “very minor work” situation, we must at least have a statement on the plan that describes these minor conditions so that we can determine if any further information will be needed. We will accept this statement instead of a full set of MEP plans, unless in a rare instance that it would conflict with other code requirements.

Mechanical plans: Mechanical plans are handled similar to Electrical plans. In many instances when the walls get moved around it becomes necessary to move supply and return in order to balance the ventilation to the space. Even in a minor case, we should, at a minimum, see the relocation of diffusers and have a statement on the plan that describes the condition. Therefore, we can make a sound code evaluation about ventilation air through supply and return.

Commercial Fast Track**“Hints and Tips”**

1. All mechanical drawings and certifications must be signed and sealed by a Maryland Licensed Professional Engineer.
2. All supply, return and exhaust registers, including existing systems must be shown on the reflected ceiling drawing.
3. When an HVAC system is to be reconfigured, an existing condition drawing along with a proposed work drawing must be submitted. All new and altered ductwork including exhaust systems must be shown. Show duct sizes and the quantity of supply and return air per diffuser.
4. When a new HVAC system is to be installed all ductwork, piping, unit placement and duct dimensions must be shown along with the quantity of supply and return air per diffuser. A ventilation air schedule per the current code must also be included. The equipment schedule should correspond with the ventilation air schedule.
5. Show all new and existing equipment; include schedules depicting heating and cooling capacities, air flow ratings, and quantity of ventilation air.
6. Include ventilation air quantities or percentage of ventilation air for air handlers supplying spaces to be permitted.
7. Any relocated or new equipment with a single or combined weight over 350 pounds must be reviewed by a structural engineer.

Commercial Fast Track


“Hints and Tips”

Any drawings for electrical plan review must include:

- A signature and seal by a Maryland Professional Engineer on each sheet.
- Power riser diagram, including wiring method type, feeder sizes proper grounding and bonding jumper sizes, including over-current protection device, size and rating;
- Fire alarm riser diagram, descriptive notes, annunciator panel and control panel, if applicable;
- Symbols list, lighting and panel schedules;
- Reflective ceiling plan, including show window and track lighting;
- Power plan showing the floor layout and electrical equipment location **clearly indicating what is new and what is existing**;
- Demonstrated working clearances for the electrical equipment in accordance with Article 110, Part II;
- Demand load calculations, including existing loads added to new additions;
- For fire pumps, if applicable, include size and source of supply, full load current rating of the fire pump motor and AIC rating of the motor and transfer switch.
- For emergency distribution equipment, include transfer equipment and panel locations.

1. Provide clear “Scope of Work”.
2. Demo permit restricted to interior tenant work only.

KIOSK FLOOR PLAN

- Provide a clear enlarged partial floor plan of area of kiosk (to scale or dimensioned) to check minimum required 10ft to storefronts and minimum 20ft from kiosk to kiosk or other structure.
- Confirm in plans ceiling or cover for kiosk yes or no. If yes identify method of suppression under canopy.
- Kiosk construction must be consistent with building construction type.
- Sales/service counters shall comply with ADA .
- **IF** kiosk has electrical panel then provide a complete *electrical riser diagram*.
A) Show back to existing source. B) Clearly identify what’s existing, what is new and what is relocated. C) Identify all overcurrent protection and wire sizes for riser. D) Provide all applicable panel schedules. E) Show *scaled* location of all new or relocated riser to include transformers and disconnects. If kiosk is fed from individual circuit(s) from existing panel identify as such in plans.

1. Provide a clear “Scope of Work”.
2. Provide typical modular workstation layout to check opening to work area and height of furniture.
3. Provide flame spread index.

Commercial Fast Track

“Hints and Tips”

- Fast Track Revisions must be submitted with the original set with all stamps and plan review comments or a copy of original set with all stamps and plan review comments. ***This set is for reference only and will be returned to the applicant.***
- The applicant shall submit 2 sets of the ***revised sheets (ONLY)*** with original seal and signature of the applicable design professional.
- The revised sheets shall ***clearly distinguish*** the changes by a “***revision***” scope of work note ***specific to each sheet located on each sheet.***
- The applicant may use clouds and numbered triangles or narrative on the drawing block to indicate the revision number.